Application guidelines

1. Application qualifications
   (1) Application qualifications
   People who have graduated from university (including those who expect to graduate by the time of enrollment), or people deemed to have equivalent or higher academic ability, with the intention to conduct research into the specific matters relating to the Undergraduate Schools above.

   **Note**: “People deemed to have equivalent or higher academic ability” are those who have submitted an applicant certification application and received certification. People wishing to make an applicant certification application should submit the required documents to the place for submission of application forms in 2. (2) one month before the application form acceptance period.

   (2) Period of attendance
   The period of attendance is up to one year. However, the period of attendance may be renewed if it is deemed necessary for research.

2. Application form acceptance period and place for submission
   (1) Application form acceptance period
   a. Submitted by the applicant (resident in Japan)
      1st semester: For enrollment in April: By February 17 (Fri), 2017
         (Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)
      2nd semester: For enrollment in October: By August 7 (Mon), 2017
         (Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)
   b. Submitted by a deputy (resident outside Japan)
      1st semester: For enrollment in April: By December 16 (Fri), 2016
         (Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)
      2nd semester: For enrollment in October: By June 12 (Mon), 2017
         (Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)
   *In other months, those wishing to enroll can apply at any time, but should submit the required documents three months before date of enrollment.

   (2) Place for submission of application forms
   Applicants for the Faculty of Law and Letters, Education, Collaborative Regional Innovation, Science, and Engineering
      Ehime University Education and Student Support Department Educational Support Division
         (Student Services Station)
         Faculty of Law and Letters Desk
         Faculty of Education Desk
         Faculty of Collaborative Regional Innovation Desk
         Faculty of Science Desk
         Faculty of Engineering Desk
   Applicants for the Faculty of Agriculture
      Ehime University Faculty of Agriculture Administration Division
   *Applications by post are not accepted. The application must be made in person or by a deputy.

3. Application procedure
Applicants should first prepare (1) the documents for submission, have an interview by the supervising faculty member, and after obtaining approval to apply as a research student, submit the documents to the place for submission of application forms in 2.(2). Students resident outside Japan wishing to apply for enrollment may be unable to obtain a visa at the Japanese embassy in their country due to insufficient Japanese language ability.

(1) Documents for submission
Documents for submission should be prepared in Japanese as far as possible. (Please attach a Japanese translation to documents written in other languages.)

a. Enrollment application . . . Standard form
b. Resume . . . Standard form
c. Graduation certificate . . . Certified by the Principal of the previous school
* Students expecting to graduate should submit a certificate of expected graduation (certified by the Principal of the current school) when applying, and a graduation certificate (certified by the Principal of the previous school) when completing the enrollment procedure.
d. Transcript . . . Certified by the Principal of the previous school
e. Certificate of health . . . Standard form (prepared by a doctor up to 6 months prior to the date of application.)
f. Two photos . . . Showing the head and shoulders of the candidate, hatless, taken up to 3 months prior to the date of application (Paste on the relevant part of the Enrollment application and resume)
g. Research Plan . . . Standard form
h. Letter of acceptance . . . Standard form (student or employed persons only)
i. Commitment form . . . Standard form (student or employed persons only)
j. Duplicate of certificate of residence (or documents confirming status of residence and period of stay) . . . Only applies to foreign nationals already resident in Japan

(2) Entrance examination fee
9,800 yen
After receipt and screening of the application form, the university will issue a payment form and a certificate of payment of entrance examination fee, which should be paid at the nearest post office or Japan Post Bank. At that time, receive the receipt for payment and certificate of receipt of postal money transfer (for submission to the university). Paste the certificate of receipt of postal money transfer (for submission to the university) in the place designated for the certificate of payment of entrance examination fee, and submit it to the place for submission of application forms in 2.(2).

*On the final day for receipt of applications, submit the application form in the morning to allow time for processing payment.

The entrance examination fee cannot be returned except in the following cases.
  a. The entrance examination fee was paid, but application to Ehime University was not made
  b. The entrance examination fee was accidentally paid twice, or an amount greater than the fee was accidentally paid
  c. The application forms were submitted, but the application was not received

4. Selection date and selection procedure
(1) Selection period (schedule)
  a. Submitted by the applicant (resident in Japan)
     1st semester: For enrollment in April: Mid March, 2017
     2nd semester: For enrollment in October: Mid September, 2017
  b. Submitted by a deputy (resident outside Japan)
     1st semester: For enrollment in April: Mid January, 2017
     2nd semester: For enrollment in October: Mid July, 2017

(2) Selection procedure
Candidates are selected by the relevant undergraduate school or the joint institutes for
education and research on the campus based on the documents submitted at the time of application, interviews and so on.

(3) Notification of the result of selection
   a. The university will notify either the applicant or their deputy promptly of the results of selection.
   b. The university will issue successful candidates with notification of admission, and to those who request it, certificate of admission and research certificate.

5. Admission and tuition fees
(1) Admission fee 84,600 yen
   (Free of charge for those graduating or completing courses at Ehime University)
(2) Tuition fee Monthly 28,900 yen (half year 173,400 yen)
   For those graduating or completing courses at Ehime University, the fee is 14,400 yen per month.
   Paid as a lump sum every half year

[Handling of personal information]
The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms and so on.
In addition, this personal information is held by the university for the purposes of academic administration involving successful candidates (registration, tuition etc.), student support (healthcare etc.), administration of tuition fees, and surveys (analysis of application trends etc.). It will not be used for any other purpose, nor will it be given to unrelated parties.
List of documents required for application as a research student

Documents required for the application procedure

1. Enrollment application . . . Standard form
2. Resume . . . . Standard form
3. Graduation certificate . . . The form of the graduating educational institution
   (certificate of expected graduation)
4. Transcripts . . . The form of the graduating educational institution
6. Two photos . . . Paste on the relevant part of the enrollment application and resume
7. Research plan . . . Standard form
8. Letter of acceptance . . . Standard form (student or employed persons only)
9. Commitment form . . . Standard form (student or employed persons only)
10. Duplicate of certificate of residence or documents confirming status of residence and period of stay
11. Certificate of payment of entrance examination fee . . . Standard form
   (entrance examination fee 9,800 yen)

★ Enquiries ★
Ehime University Education and Student Support Department Educational Support Division
(Student Services Station, Library 1F)
Faculty of Law and Letters Desk Tel:+81-89-927-9221 Fax:+81-89-927-9267
E-mail:llgakumu@stu.ehime-u.ac.jp
Faculty of Education Desk Tel:+81-89-927-9377 Fax:+81-89-927-8304
E-mail:edgakumu@stu.ehime-u.ac.jp
Faculty of Collaborative Regional Innovation Desk Tel:+81-89-927-9019 Fax:+81-89-927-8176
E-mail:crigakum@stu.ehime-u.ac.jp
Faculty of Science Desk Tel:+81-89-927-9546 Fax:+81-89-927-9657
E-mail:scigakum@stu.ehime-u.ac.jp
Faculty of Engineering Desk Tel:+81-89-927-9690 Fax:+81-89-927-9694
E-mail:kougakum@stu.ehime-u.ac.jp
3 Bunkyo Cho, Matsuyama City 790-8577

Ehime University Faculty of Agriculture Administration Division
Academic Affairs Tel:+81-89-946-9806 Fax:+81-89-941-4175
E-mail:agrgakum@stu.ehime-u.ac.jp
3-5-7 Tarumi, Matsuyama City 790-8566
Please complete in Japanese as far as possible.

（外国人留学生志願者用）
For international student applicants

研 究 生 入 学 願 書
Enrollment Application of Research Student

愛 媛 大 学 長 殿
To the President of Ehime University

I hereby apply to enroll at Ehime University as a research student in the _______ undergraduate school.

平成 年 月 日
Date (year) (month) (day)

受付番号
Reception number

ふりがな
Furigana

氏 名
Name

生年月日
Date of Birth

年 月 日 生 男 ・ 女
(year) (month) (day) Male / Female

国 籍
Nationality

住所
Address

（連絡先）
(Contact)

E-mail

携帯電話番号
Mobile phone number

進 児 学歴
Most recent education

卒業・卒業見込・修了・修了見込
Graduated / Expect to graduate / Completed a course / Expect to complete a course

職 業 及 び 勤 務 先
Occupation and place of work

連絡のとれる

最寄りの友人等
The closest contactable friend etc.

住所
Address

電 話 番 号
Telephone number

研究期間
Research period

平成 年 月 日 ~ 平成 年 月 日
From (date): (year) (month) (day) to (year) (month) (day) months / 1 year

研究題目
Research topic

指導教員名
Name of supervisor

留学費用の
出所
Source of financial support for study abroad

（留学にかかる学費，生活費等の出所について詳しく記入してください。）
(Fill in the details of the source of the academic fees, daily expenses and so on required for study abroad)

Notes
1. Applicants should attach the following documents.
(1) Resume (2) Graduation certificate or certificate of expected graduation (3) Transcript (4) Certificate of health (5) Two photos (attached to enrollment application and resume) (6) Research plan (7) Letter of acceptance (8) Commitment form (9) Duplicate of certificate of residence or documents confirming status of residence and period of stay (10) Entrance examination fee
2. The admission fee should be paid immediately when enrollment is granted.
3. The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms and so on. In addition, this personal information is held by the university for the purposes of academic administration involving successful candidates (registration, tuition etc.), student support (healthcare etc.), administration of tuition fees, and surveys (analysis of application trends etc.). It will not be used for any other purpose, nor will it be given to unrelated parties.
履歴書 Resume

<table>
<thead>
<tr>
<th>年</th>
<th>月</th>
<th>日</th>
<th>現在</th>
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</thead>
</table>

- ふりがな: Male / Female
- 氏名: Name
- 生年月日: Date of birth
- 現住所: Current address
- E-mail: Telephone ( ) ー
- 携帯電話番号: Mobile phone number ( )
- 連絡先: Telephone ( ) ー
- 学歴・職歴: Educational and professional background
- 免許・資格・表彰: Licences, qualifications and awards
- 特技: Special skills

愛媛大学: Undergraduate school

Please complete in Japanese as far as possible.
愛媛大学 学部
Ehime University, Undergraduate school

● 志望動機
Reason for applying

● 大学で学んだこと（所属教室・ゼミナール・その他）
Courses taken at university (classes, seminars etc.)

● サークル活動・ボランティア活動・在外体験等
Clubs, volunteer activities, overseas experience etc.

● 自己アピール
Personal PR

● その他（本人希望等）
Miscellaneous (personal requirements etc.)

愛媛大学 学部
Ehime University, Undergraduate school
### Certificate of Health

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<th>氏名</th>
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<tr>
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<td>Date of birth</td>
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<td>Weight</td>
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<th>Blood Pressure</th>
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<th>Tuberculosis testing</th>
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<th>Chest X-ray</th>
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<th>Test name</th>
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### その他

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<th>Mental Health Problem &amp; Drug addictions</th>
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<th>総合所見</th>
<th>Overall Health Condition</th>
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<tr>
<th>年月日</th>
<th>Date of issue</th>
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**医療機関名** Name of medical facility
**所在地** Address and Postal-code
**電話** Phone number
**FAX 番号** Fax number

**医師名** Doctor’s signature

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**健康診断書**
研究計画書

Outline of research objectives and research design

研究目的及び研究計画の概要

Please complete in Japanese as far as possible.

Date:
(year) (month) (day)

申請者
Applicant

指導教員
Supervisor

（注）氏名は、必ず自署してください。
Note: Be sure to sign your name.
承 諾 書
Letter of acceptance

愛媛大学長 殿
To the President of Ehime University

所属先
Affiliation

所属先所在地
Affiliation Address

下記の者が、(                  )に所属のまま、
貴大学（学部）研究学生として、下記の期間登学することを承諾します。
I consent to the person named below to attend Ehime University as a research student in the          undergraduate school for the period shown below while maintaining affiliation with (                                               )

記
Details

研究学生
a research student

出願者氏名
Applicant

研究予定期間
Proposed research period

自 平成 年 月 日
From (date): (year) (month) (day)

至 平成 年 月 日
To (date): (year) (month) (day)

（注）代表者（所属長）氏名欄は、自署でお願いします。
Note: The representative (senior person) should write their signature.

※ 携当者のみ提出のこと。

*Submitted by the person concerned only.
Please complete in Japanese as far as possible.

確約書
Commitment Form

愛媛大学長殿
To the President of Ehime University

氏名
Name

私は、愛媛大学________学部に研究生として入学し、
指導教員________________のもとに
（研究題目）________________________________について

研究することを希望しておりますが、このことは全く私の個人的研究であることを確約します。

I wish to enroll in Ehime University __________ undergraduate school as a research student
under the guidance of ________________ (faculty member)
to study _________________________(research topic),
and hereby affirm that this is a entirely personal research

（注）氏名は、必ず自署してください。
Note: Be sure to sign your name.

※該当者のみ提出のこと。
*Submitted by the person concerned only.

up to (date):